



# **City Council Meeting**

## **Item # 12:**

### **Application Process and Timeline for Development Projects**

June 2, 2020

#### **City of Milpitas**

455 E. Calaveras Blvd., Milpitas, CA 95035  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) • (408)-586-3000

# Application Process

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- Planning Application Process
  - Pre-application meetings with staff
  - Planning Application Submittal
  - City Review and Applicant Response
    - Planning – General Plan, Zoning, Specific Plans
    - Fire Prevention
    - Engineering – Land Development
    - Building – preliminary review
    - Other agencies (MUSD, VTA, Valley Water, etc.)
  - Environmental Review (CEQA)
  - Neighborhood Meeting(s)
  - Public Hearing(s) – Planning Commission/City Council

# Application Process

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- Building Permit Application Process
  - Preliminary review with staff for complex projects
  - Building Permit Submittal
    - Detailed construction drawings, structural calculations, specifications
  - City Review and Applicant Response
    - Multiple departments and disciplines
      - Building – architectural, structural, electrical, mechanical, plumbing, energy efficiency, green building
      - Fire Prevention
      - Planning
      - Engineering – Land Development
      - Other agencies (County Health, BAAQMD, etc.)
  - Plan Review Approval
  - Building Permit Issuance

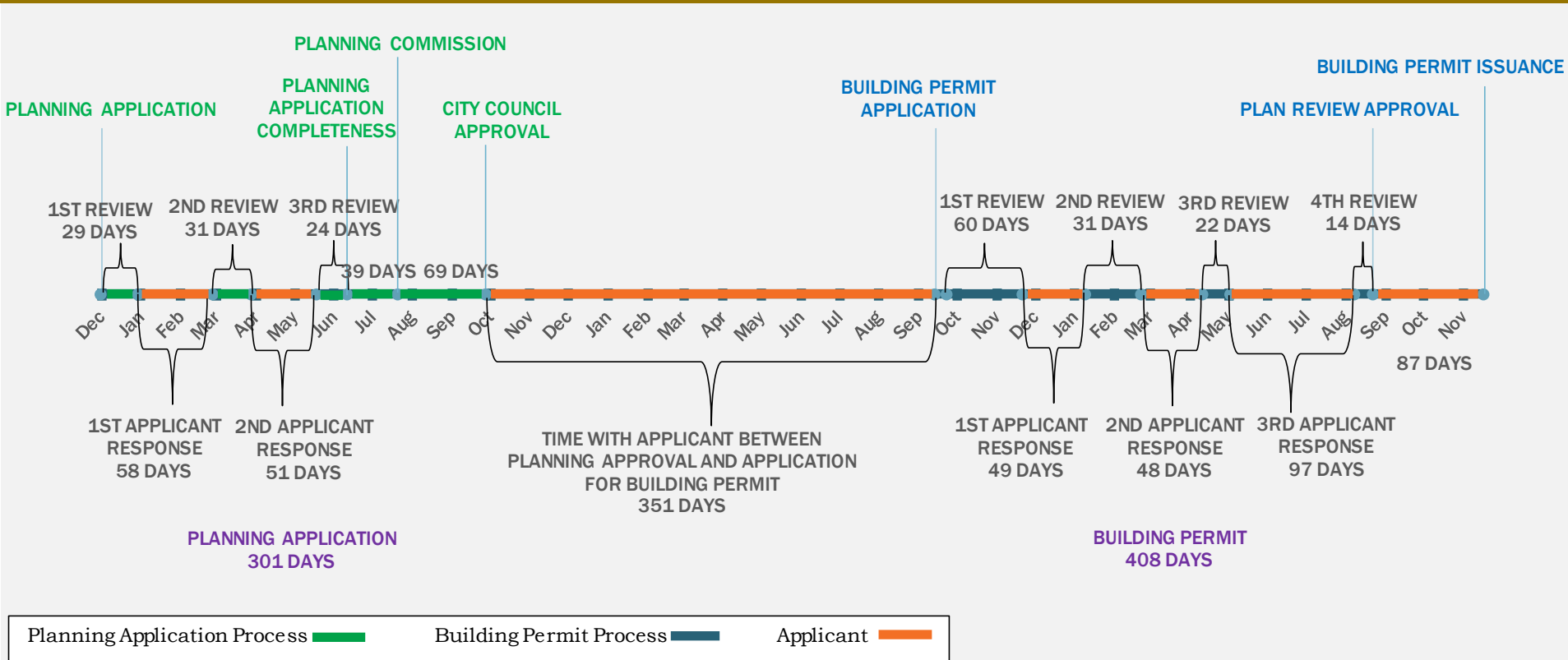
# Process Timeline Variables

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- Operational Constraints
  - Staff vacancies and turnover
  - Training for new staff
  - Priorities and special projects
- Application
  - Quality and completeness of submittals
  - Quality and completeness of responses; time for responses
  - Time between planning approval and building permit application
  - Complexity of project; level of CEQA required; code analysis
  - Outside agency approvals
  - Financing; construction planning
  - Time between plan review approval and building permit issuance

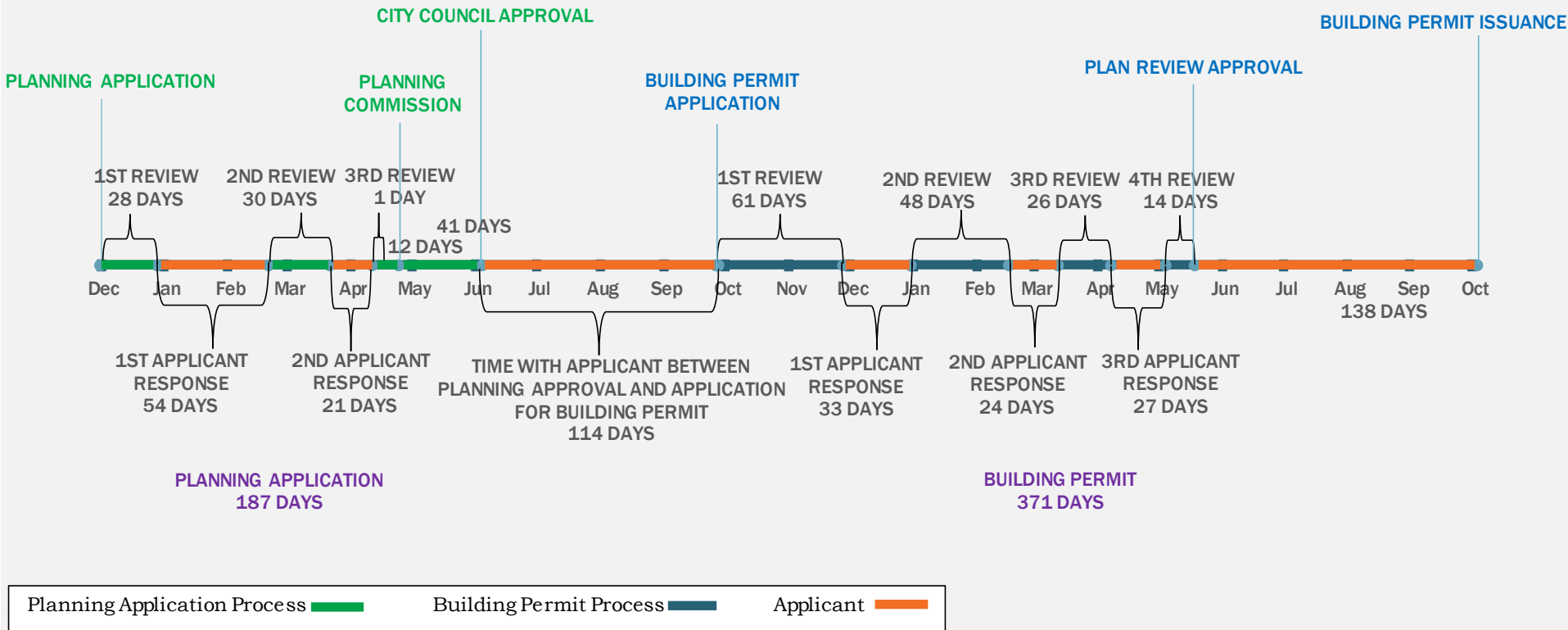
# Example Application Timeline

- New Multifamily Townhome Development



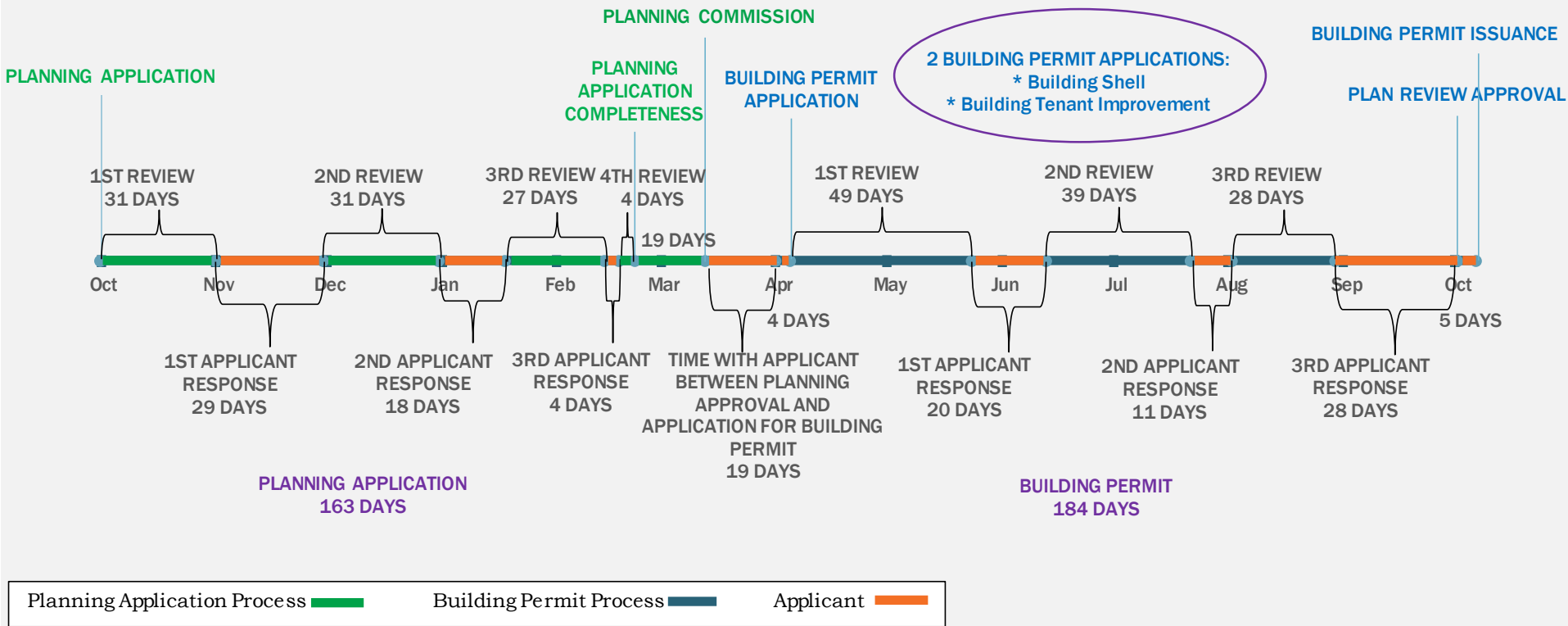
# Example Application Timeline

- New Multifamily Large Apartment Project



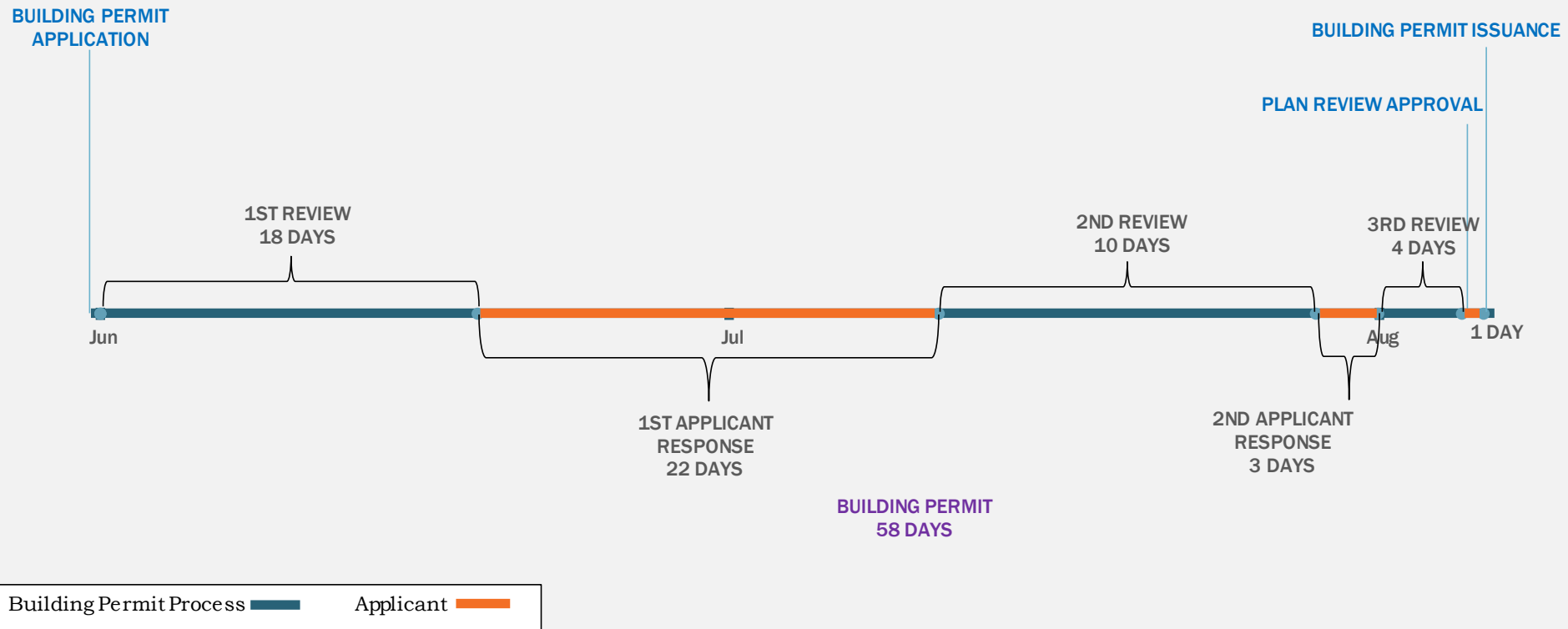
# Example Application Timeline

- New Commercial Building



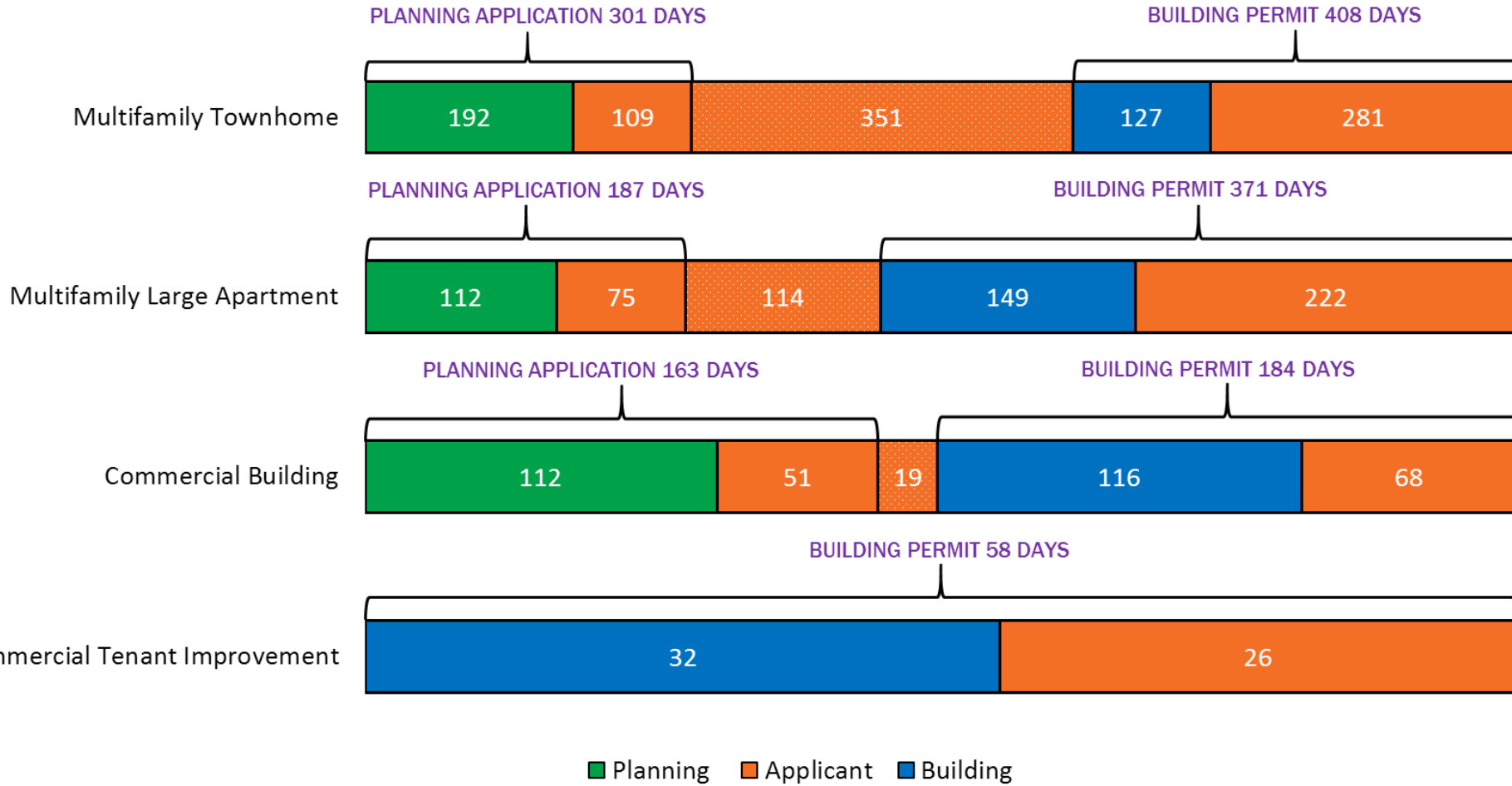
# Example Application Timeline

- Commercial Tenant Improvement





# Example Application Timeline



# Process Streamlining

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- Planning Application
  - Preliminary Review – Staff and Planning Commission
  - Zoning Administrator hearing process
  - Future zoning ordinance update
  - Concurrent review of Planning and Building Permit applications
- Building Permit
  - Express (over-the-counter) plan review; plan review by appointment; preliminary plan review
  - Electronic submittal and plan review
  - Project coordinator as single point of contact for applicants
  - Online building permits
  - Fee structure and fee calculation methodology streamlining
  - Submittal checklists; design guidelines

# Recommendation

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Receive report and presentation on application process and timeline for development projects.



A photograph of the City of Milpitas building at dusk. The building is a modern, curved structure with a light-colored facade and large glass windows. The interior lights are on, and the building is reflected in the glass. In the foreground, there is a fountain with several water jets. The sky is dark, and some trees are visible on the left side.

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